CA-PMM

Project Name: SCC Project Manager Database, Phase 3

OCIO Project #: 3760-4
Department: Coastal Conservancy
Revision Date: 7/7/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
See below.			

Accomplished this week
This project was technically completed in March 2009 but a number of software issues were discovered during post-installation testing and general staff use. These bugs have been fixed by the consultant at their own expense. The system is now stable and we are formally closing out the contract/project. Since the project is complete, this report is being filed as a formality.

Planned/Scheduled Completion in Next Two Weeks
Officially accept the project and close out the contract.

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	N/A	
Are there any planned tasks that won't be completed?	N/A	
Are there problems which affect your ability to accomplish assigned tasks?	N/A	
Do you plan to take time off that is not currently scheduled?	N/A	

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Status of Assigned Issues

Issue Number	Description	Due Date	Status
N/A			

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	bugs found	delay in general staff use but minimal impact	bugs have been fixed
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	Yes	Schedule delay	Task 4 - interim installation removed…no impact	None
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:
*Describe deliverables completed and milestones met during **this reporting period.***

Given that this is a new reporting requirement and that the project is complete, this is being submitted as a closing formality. Please see the project IPORs for status reports during the life of the project.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
N/A					

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule				N/A Project complete
Milestones				
Deliverables				
Resources				
OneTime Cost				
Continuing Cost				

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
N/A					

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule				N/A Project complete
Milestones				
Deliverables				
Resources				
One Time Cost				
Continuing Cost				

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	**0**
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	**0**
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	**1**
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0**
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	**0**
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	**1**
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	**0**
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	**0**
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	**0**
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**1**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**1**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**0**
	Moderately Effective	1	
	Ineffective	2	
		Total	**5**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

The vendor was viable and effective once the senior engineer position stabilized. The rating was a 1 rather than a 0 due to high staff turnover in the first several months of the project that impacted both the initial design and the project progress. Also the vendor could have benefitted from additional in-house testing of the software prior to submitting to client. In general, the vendor was professional, extremely accessible and responsive, and satisfactory overall.